



PURCHASING ITEM
FOR
COUNCIL AGENDA

1. Agenda Item Number:

42

2. Council Meeting Date:
July 9, 2015

TO: MAYOR & COUNCIL

3. Date Prepared: June 6, 2015

THROUGH: CITY MANAGER

4. Requesting Department: Management Services

5. SUBJECT: Purchase of HVAC Filters from Air Filter Products.

6. **RECOMMENDATION:** Staff recommends City Council approve the utilization of the State of Arizona contract No. ADSPO14-064765, with Air Filter Products for the purchase of HVAC filters in an amount not to exceed \$100,000 for one year.

7. **BACKGROUND/DISCUSSION:** The City's Central Supply division stocks approximately sixty (60) types of HVAC filters for use by the Building & Facilities, Housing, and Municipal Utilities Divisions. HVAC filters for all City-owned buildings are replaced monthly.

The State of Arizona has had a statewide contract for HVAC filters for many years. The City has utilized these contracts due to the large volume pricing the State is able to secure. In previous years, the City worked in conjunction with the State on the solicitation for the contract to include the City's usage and dollar volume.

8. **EVALUATION:** The State Procurement Office competitively solicited and awarded a contract for Maintenance, Repair, & Operations (MRO) supplies. Award was made in January 2014 to sixteen (16) vendors based on categories, including an award to Air Filter Products for the purchase of HVAC filters. The City has a current Intergovernmental Agreement with the State of Arizona allowing for the cooperative use of the State of Arizona's contracts.

The term of the State of Arizona's contract is January 31, 2014 through January 30, 2015, with the option of up to four one-year extensions. The term of the City's use of the contract is July 10, 2015 through July 9, 2016, and the City will ensure that the State has extended its contract for the period of January 31, 2015 through January 30, 2016, to allow for continued cooperative use.

9. **FINANCIAL IMPLICATIONS:**

Cost: Not to exceed \$100,000 for one year.

Funds for the purchase of HVAC filters will come from the Central Supply Inventory account (101.0000.1516). Individual cost centers will be charged for the supplies as they are issued from Central Supply to various department's Building Repair and Maintenance (5410) accounts.

10. **PROPOSED MOTION:** Move City Council approve the utilization of the State of Arizona contract No. ADSPO14-064765, with Air Filter Products for the purchase of HVAC filters in an amount not to exceed \$100,000 for one year.

APPROVALS

11. Requesting Department

Christina Pryor, Purchasing & Materials Manager

13. Department Head

Dawn Lang, Management Services Director

12. Central Supply Supervisor

José Tapia

14. Acting City Manager

Marsha Reed